



**BUILDING AND CODE ENFORCEMENT DEPT.**  
TOWN BUILDING ANNEX  
37 WASHINGTON STREET  
NANTUCKET, MASSACHUSETTS 02554

*Building Commissioner*  
**Telephone 508-228-7222**  
**Fax 508-228-7249**

**CHECK LIST TO BE SUBMITTED WITH ALL APPLICATIONS**

Prior to submission of your applications, Please check this list of REQUIRED ITEMS (more may be needed upon request) to ensure a complete submission for **REVIEW ONLY**. If incomplete, the application **WILL BE RETURNED AS INCOMPLETE!**

- \_\_\_\_\_ 1. COMPLETED APPLICATION, Please print or type, blue or black ink only
- \_\_\_\_\_ 2. REGISTERED PLOT PLAN
- \_\_\_\_\_ 3. HISTORIC DISTRICT COMMISSION APPROVAL \*\*
  - A. YELLOW COPY OF APPROVAL
  - B. TWO COPIES OF APPROVED ELEVATIONS AND SITE PLANS STAPLED TO STRUCTURAL PLANS.
- \_\_\_\_\_ 4. ENERGY COMPLIANCE METHOD 780CMR 6101.2
- \_\_\_\_\_ 5. WORKERS COMP. CERTIFICATE OF AFFIDAVIT OR EXEMPTION
- \_\_\_\_\_ 6. COPY OF CONTRACTOR'S LICENSE.
- \_\_\_\_\_ 7. HOMEOWNER EXEMPTION FORM IF YOU DO NOT HAVE A CONTRACTOR \*
- \_\_\_\_\_ 8. A DRIVEWAY ACCESS FORM FROM THE D.P.W., FOR ALL NEW DRIVEWAYS
- \_\_\_\_\_ 9. APPROVED SEPTIC PERMIT \*
- \_\_\_\_\_ 10. APPROVED (ORIGINAL) SEWER ENTRY PERMIT\*
- \_\_\_\_\_ 11. WATER WELL (ORIGINAL) COMPLETION REPORT\*
- \_\_\_\_\_ 12. FORM J\* (SUBDIVISION LOT RELEASE FORM)
- \_\_\_\_\_ 13. RECORDED COPY OF THE CONSERVATION COMMISSION APPROVAL\*
- \_\_\_\_\_ 14. STRUCTURAL PLANS (PLAN VIEW) TWO SETS
  - A. FOUNDATION
  - B. FRAMING - CROSS SECTION
  - C. WINDOW AND DOOR SCHEDULE with PERFORMANCE VALUE FOR DP & WIND BORNE DEBRIS REGION 780CMR 5301.2(2)
  - D. DETAILED FLOOR PLANS – LABELED AS TO USE
- \_\_\_\_\_ 15. RECORDED COPY OF ZONING BOARD OF APPEALS APPROVAL\*
- \_\_\_\_\_ 16. SECOND DWELLING APPROVAL FROM PLANNING BOARD\*
- \_\_\_\_\_ 17. 110 mph MASS CHECK for COMPLIANCE 780 CMR 5301.2.1.1 or WFCM-2001

\* NOT APPLICABLE TO ALL APPLICATIONS

\*\* APPLICABLE TO EXTERIOR ONLY